

When a manual line break is entered, the cell width does not change and the text may still overlap the end of the cell. You have to change the cell width manually or reposition the line break so that the text does not overlap the end of the cell.

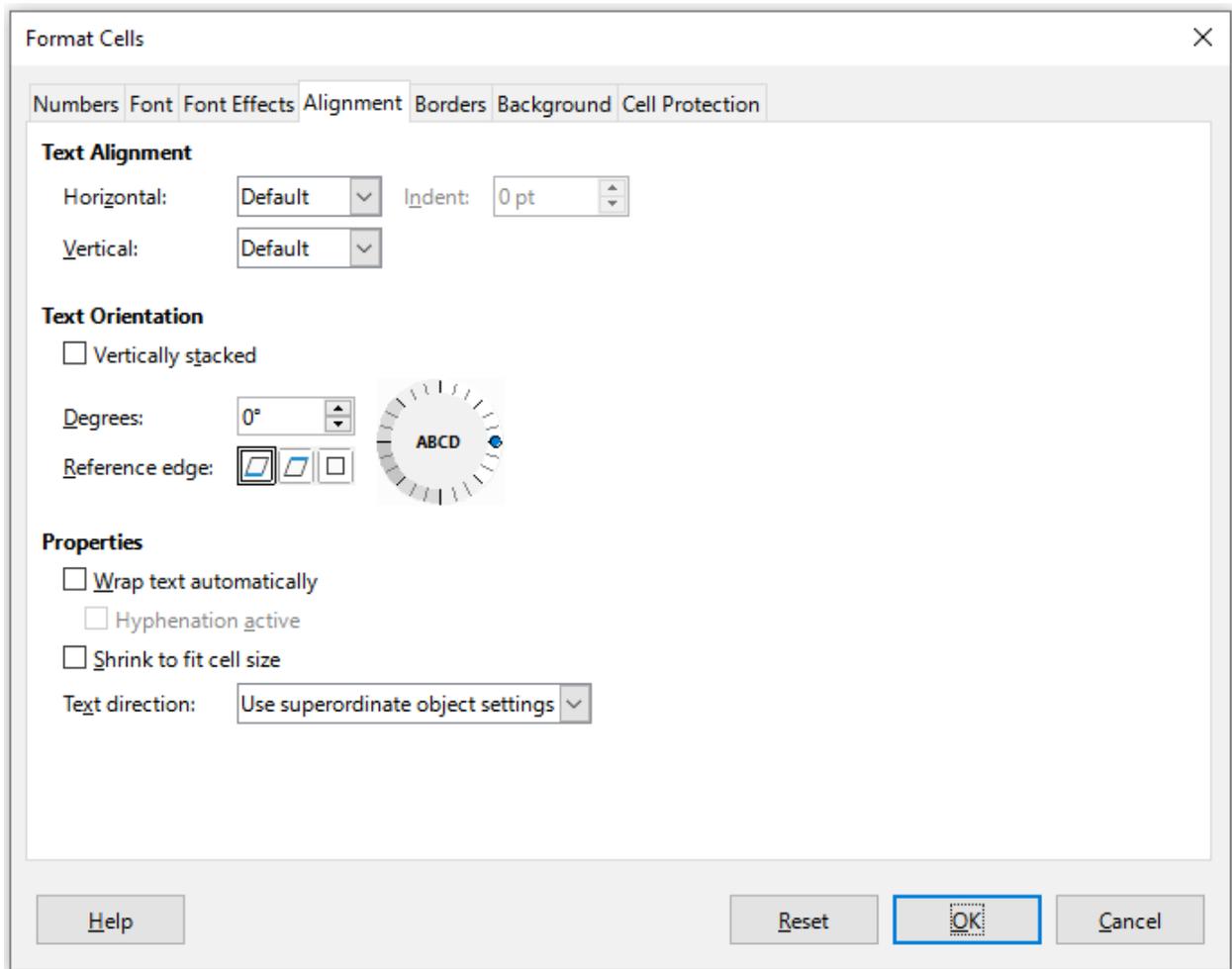


Figure 44: Format Cells dialog – Alignment tab

Shrinking text to fit a cell

The font size of the data in a cell can automatically adjust to fit inside cell borders.

- 1) Select a cell or cell range.
- 2) Go to **Format > Cells** on the Menu bar, or right-click and select **Format Cells** in the context menu, or press *Ctrl+1*, to open the Format Cells dialog.
- 3) Click on the *Alignment* tab (Figure 44).
- 4) Under *Properties*, select **Shrink to fit cell size** and click **OK**.

Formatting numbers

Several different number formats can be applied to cells by using icons on the Formatting toolbar (highlighted in Figure 45). Select the cell, then click the relevant icon to change the number format.

For more control or to select other number formats, use the *Numbers* tab of the Format Cells dialog (Figure 28 on page 50):

- Apply any of the data types in the *Category* list to the data.
- Select one of the predefined formats in the *Format* list.